



U.S. DEPARTMENT OF ENERGY
ENERGY INFORMATION ADMINISTRATION

COMMERCIAL BUILDINGS ENERGY CONSUMPTION SURVEY FOR 1995
DISTRICT HEATING USAGE FORM

Label

Consumption data are to be provided for the entire building identified on the label.

A copy of the authorization form signed by the building owner/manager is included inside.

Data may be submitted directly on the reporting form inside this folder, or in any other format, such as a computer-generated listing, which provides the same information and is convenient for your company.

Whatever format is used to submit data, answers to all questions on this form must be included with the submission.

See the separate Instructions page for additional instructions for completing the form.

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL 1-800-927-0589 TOLL FREE
AND ASK FOR THE SUPPLIER SURVEY SPECIALIST.**

This report is mandatory under Public Law 93-275, as amended. *For the provisions concerning the confidentiality of information submitted on this form and the sanctions, see the General Instructions. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time of reviewing instructions, searching existing data records, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Energy Information Administration, Office of Statistical Standards EI-73, 1000 Independence Avenue SW, Washington, DC 20585, and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.*

Unless otherwise specified, these data collection forms are due by March 1, 1996. Please use the enclosed self-addressed, postage-paid envelope to return the completed forms, or mail the forms to:

*Commercial Buildings Energy Consumption Survey
c/o Westat, Inc.
1650 Research Blvd.
Rockville, MD 20850-9973*

*or FAX to:
1-301-251-2257*

1. For the building identified on the label, please report in the box below all steam and hot water delivered from December 1, 1994 through January 31, 1996. If consumption is metered both at the central plant and at the building, report the amounts metered at the building. If you are unable to separate the delivered amounts for this building, report for the entire system. Refer to Item 3 for making estimates for the building identified on the label.

Checked boxes indicate the sources reported during an interview with a building representative. Please correct as necessary.

Time Period	CONSUMPTION PERIOD		[] STEAM		[] HOT WATER	
	Beginning Date Mo./Day/Yr.	Ending Date Mo./Day/Yr.	QUANTITY	TOTAL DOLLAR AMOUNT*	QUANTITY	TOTAL DOLLAR AMOUNT*
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

*TOTAL DOLLAR AMOUNT should include State and local taxes and exclude all merchandise or repair charges.

PLEASE COMPLETE ONE COLUMN FOR EACH TYPE OF DISTRICT HEAT PROVIDED.

2. Does Item 1 above include consumption in any building(s) other than the building identified on the label?

PLEASE ANSWER ITEM 3 FOR EACH "YES" IN ITEM 2:

3. Please help us estimate how much was consumed in the building identified on the label. Answer ONE of the following questions, either 3a OR 3b.1 and 3b.2

3a. In your estimation, of the total amount reported in Item 1, what percentage was consumed at the building identified on the label?

OR { 3b.1. What is the square footage of the building identified on the label?
 AND
 3b.2. What is the square footage of all the buildings on this district loop, including the building identified on the label? }

4. How did you obtain the consumption provided in Item 1? Was it:

5. Is the building identified on the label billed for the steam or hot water piped into it?

6. Is the building identified on the label a heating plant, that is, does it contain equipment used to heat other buildings?

STEAM	HOT WATER
2. <input type="checkbox"/> YES <input type="checkbox"/> NO (Go to Question 4) <input type="checkbox"/> DON'T KNOW (Go to Question 4)	2. <input type="checkbox"/> YES <input type="checkbox"/> NO (Go to Question 4) <input type="checkbox"/> DON'T KNOW (Go to Question 4)
3a. _____% OR { 3b.1. _____ building square feet AND 3b.2. _____ loop square feet }	3a. _____% OR { 3b.1. _____ building square feet AND 3b.2. _____ loop square feet }
4. <input type="checkbox"/> Estimated <input type="checkbox"/> Metered at Central Plant? <input type="checkbox"/> Metered at Building? <input type="checkbox"/> Metered at Some Intermediate Point?	4. <input type="checkbox"/> Estimated <input type="checkbox"/> Metered at Central Plant? <input type="checkbox"/> Metered at Building? <input type="checkbox"/> Metered at Some Intermediate Point?
5. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know	5. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know
6. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know	6. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know

7. Form completed by: _____ NAME (Please Print) _____ TITLE _____

(_____) TELEPHONE _____
 Area Code

(_____) FAX NUMBER _____
 Area Code

DATE _____

COMMERCIAL BUILDINGS ENERGY CONSUMPTION SURVEY FOR 1995 DISTRICT HEATING USAGE FORM

GENERAL INSTRUCTIONS

Purpose of the Survey

The Commercial Buildings Energy Consumption Survey (CBECS) collects data every 3 years on energy consumption, expenditures, and usage patterns for the nonresidential buildings sector of the U.S. economy. The information collected on the CBECS will be used to publish aggregate statistics on (1) the consumption and expenditures of energy by different types of buildings and (2) other consumption-related issues.

Purpose of this Form

The purpose of this reporting form is to obtain information on total district heating consumption for the **building** identified on the label on the front cover of this folder. The consumption to be reported is the total amount delivered to the building from December 1, 1994 through January 31, 1996.

If there are separately billed customers or separately maintained accounts in the building, the total should include the sum of all such separate customers or accounts, as well as any former customers or accounts that were active during the reporting period. The total should also include deliveries to all customers, or accounts in the building (during the reporting period), whether commercial or noncommercial.

If separately metered consumption information is not available for this building, please give us your best estimate.

Confidentiality

Any information collected that will permit identification of respondents or their buildings will be confidential and used only for statistical purposes. Data that can be identified with individual respondents will not be disclosed or released by Westat, Inc. to anyone (including the Department of Energy) for any other purpose, except as required by law.

If you are concerned about your individual account information, you may choose to mark out the account number or name on any computer-generated listing that you send us. EIA only requests the information required to complete this form for the building.

Data Collection Authority and Sanctions

This report is mandatory under Public Law 93-275, as amended. The timely submission of Form EIA-871D by those required to report is mandatory under Section 13 (b) of the Federal Energy Administration Act of 1974 (FEAA) (Public Law 93-275), as amended. Failure to respond may result in a civil penalty of not more than \$2,500 for each violation, or a fine of not more than \$5,000 for each willful violation. The government may bring a civil action to prohibit reporting violations that may result in a temporary restraining order or a preliminary or permanent injunction without bond. In such civil action, the court may also issue mandatory injunctions commanding any person to comply with these reporting requirements.

Reporting Media

Data may be submitted directly on the reporting form inside this folder, or in any other format, such as a computer-generated listing, which provides all the information requested (Items 1 through 7) and is convenient for your company. If a company format is used, please indicate where each piece of requested information is listed on the provided format.

You may submit one report for the entire building, or if it is easier, one report for each of several accounts in the building and EIA's survey contractor (Westat) will create an aggregated record for the building.

INSTRUCTIONS FOR SPECIFIC ITEMS

Definition of "Customer"

The term "customer" refers to a company, office, person, agency, etc., that is sent a bill or statement for energy supplied to the building, regardless of whether the bills or statements are sent to the building address or to some other address. The term also includes any separate bill or statement sent to the building management or owners for the costs of energy supplied to the building as a whole (hallways, lobbies, areas used for storage or maintenance operations, etc.). Sometimes buildings on a campus or other large facility receive steam from a central plant and do not receive bills or statements. This form requests information even for buildings that do not receive separate bills or statements, i.e., have no "customers."

Item 2

In your answer to Item 2, specify whether the consumption information reported in Item 1 represents the consumption for more buildings than the building identified on the label. Check the YES box if the bills or statements that furnished the information for Item 1 show substantial consumption in buildings other than the selected one and you are unable to report separately for the selected building. Check the NO box if the bills show consumption in the selected building only. (Also check the NO box if the figures include minor out-buildings, such as a shed.)

Item 3

For each "YES" checked in Item 2, please report either:

- The estimated percentage of the reported quantity used by the building (3a); or
- The square footage of the building (3b.1) and the square footage of all buildings on the district loop (3b.2).

Item 4

Please indicate how you obtained the information provided in Question 1. If metered, indicate where the meter is located. The purpose of this question is to determine if the reported consumption includes transmission losses from the central plant to the building.

Item 5

The purpose of this question is to help explain unusual values reported in "Total Dollar Amounts." Sometimes buildings on a campus or other large facility receive steam from a central plant and are not billed individually. If this is the case, there may be no Total Dollar Amounts, or Total Dollar Amounts could be expected to be low compared to consumption.

Item 6

The purpose of this question is to help explain any extraordinary or unusual consumption. If the building identified on the label contains energy-conversion equipment used to produce energy to heat other buildings, it might help explain any unusually high consumption information reported for this building.

Item 7

Please provide the name, title, telephone number (including area code) and FAX number (if applicable) of the person who completed this form. This is the person we will contact if we have any questions about the completed form. Be sure to include the date of your response.